

## 11.1 COMMISSION TRAVEL PROCEDURES & GUIDELINES

### EXPENSE REIMBURSEMENT

Reimbursements will be made only for travel or other actual expenses strictly essential to the transaction of official Commission business.

Per Nebraska State Statute 81-1174, whenever a state employee, board member, contractor or other individual is entitled to reimbursement for expenses incurred in the line of duty, reimbursement requests are to be made at least monthly.

When all or a portion of the commissioner's travel cost will be paid by the federal government or another third party, the preferred billing arrangement is for the commissioner to bill those costs directly to the third party and not claim reimbursement from the Commission.

**However, when the State of Nebraska requires a state agency or department to have a representative on the Commission, that state agency or department will accept responsibility for the expenses incurred as a result of attendance at Commission meetings and activities.**

#### Personal Vehicle Mileage

Personal Vehicle Mileage is an allowable travel expense at the current Internal Revenue Service rates of reimbursement when the use of a commissioner's personal vehicle is necessary to attend a Commission meeting or activities. It is the responsibility of the commissioner to ensure actual miles are claimed. It is the Executive Director's responsibility to ensure that the actual mileage being approved is according to policy.

#### Lodging

Commissioners will be reimbursed for the reasonable and necessary lodging expense incurred when they are required to stay away from home overnight. The absence must be of such duration that the commissioner cannot reasonably leave and return to their home or work location before and after each day's activities. The Nebraska Accounting System manual policy states a person must be more than 60 miles from his or her workplace in order to be eligible for lodging. Exceptions to this policy such as medical conditions or weather are allowed. However, exceptions must be approved in advance and clearly stated on the expense reimbursement document. Government rates shall be requested when possible. The current guideline is \$70.00 per night for in-state travel, and the lowest reasonable rate possible when traveling out-of-state.

#### Expense Reimbursement Document (ERD) Preparation

When commissioners participate in Commission-sponsored activities, the Commission will pay expenses associated with participation. In order to be reimbursed for these

expenses, an Expense Reimbursement Document must be completed with receipts and sent to the Commission. Once the requests have reached the state accounting office, processing of reimbursement payments generally takes about three weeks to complete.

Please complete the Expense Reimbursement Document (see sample) by following these directions:

- 1) Enter Social Security number and **use type code 2**.
- 2) Enter your name.
- 3) Enter your home address
- 4) Enter the city-state-zip code.
- 5) Enter **Commissioner** as your title.
- 6) Do not enter anything in the Headquarter City box.
- 7) Auto Owner/License Number: If the vehicle was provided by you, enter "self" and the auto license number. Otherwise state the vehicle owner's name and the auto license number.
- 8) Agency/Division: Enter "Nebraska Volunteer Service Commission"
- 9) Warrant Flag: Accounting use only.
- 10) Document Number: Accounting use only.
- 11) Transportation Document No./Lodging Document No./Pay Date: Accounting use only.
- 12) Payee Reference: Accounting use only.
- 13) Date: Enter year. Enter the date expense was incurred. Each date an expense was incurred is to be entered on a separate line.
- 14) Particulars: If mileage is to another town, enter "name of town and return."  
Example: "Hastings and return". When an overnight stay is involved, each date should be listed on a separate line. It may be necessary to use more than one line in order to enter necessary information for each day: Example: Line 1: Hastings to Kearney, Line 2: Attend New Commissioner Orientation, Line 3: Kearney to Hastings.
- 15) Time: Enter the actual time travel began and ended. Use of the 24-hour clock eliminates use of AM and PM. Example 8:20 a.m. is 0820 and 2:15 p.m. is 1415.  
Started: The time the trip began. Stopped: The time the return trip was completed. When an overnight stay is involved, it is necessary to enter only the start time on the day of the departure and return time on the day of return.

- 16) Lodging: Each day's lodging expense is to be entered for the day the expense was incurred. Enter "DB" if lodging has been direct billed to the Commission. If lodging has been with a friend or relative at no cost to the Commission, write "private". Please ensure that you received a receipt after paying for lodging and attach that receipt to the expense reimbursement document.
- 17) Transportation: Enter the mileage rate as .505 cents per mile. Actual miles traveled calculated from the odometer, rounded to the nearest whole mile. Total the column. Enter the rate times the number of miles. Total the column.
- 18) Miscellaneous: Enter any allowable miscellaneous expenses for which reimbursement is being claimed such as registration fees. Enter each item of expenses. Enter the amount of each expense. Column must be totaled. Original receipts are required for all expenditures.
- 19) Total: You are responsible for the accuracy of all entries. Please enter the total of each line across, each column total and verify all column totals against the final column total.
- 20) Transaction coding/amount: Accounting use only.
- 21) Encumbrance Liquidation/Amount: Accounting use only.
- 22) Reimbursement to: You must sign and date the form.
- 23) Division Approval: This is the Executive Director's signature line.
- 24) Authorized Agent Signature: Same as above.
- 25) General Instructions:
- Ensure that you have signed the expense reimbursement document.
  - The goldenrod copy of the form is your personal copy. Keep it for your records with copies of any receipts you may have. Send the white, canary and pink copies to the Commission with all original receipts attached.
  - The last entry on the Expense Reimbursement Document must always end where the trip began.
  - Expense reimbursement documents should be submitted monthly if at all possible.
  - Expense reimbursement payments will be direct deposited or mailed to you after being processed through State accounting.
  - No direct deposit notification is generated from the State accounting system. If payment has not been received within 21 days after submission of the document to the Commission for processing, please contact the Commission's Fiscal/Operations Officer.

Expense Reimbursement Tips:

- 1) Do not use abbreviations or acronyms.
- 2) Ensure all original receipts are attached to the document.
- 3) Do not submit a monthly expense reimbursement document for any expenses that total \$5.00 and below. Wait and combine the expenses with another month's expenses.
- 4) Please ensure your home address and not your workplace address is on the reimbursement document.
- 5) Contact the Commission's Fiscal/Operations Officer if you have any questions about allowable costs or the expense reimbursement document.